

## **Compressed Work Week Summer Pilot Initiative**

### Alternative Work Schedule Policy

#### **Policy Statement**

It is the Policy of the Laboratory to allow the use of Alternative Work Schedules (AWS) where it is a viable management work option. The Laboratory recognizes the benefits of such work options for employees when both operational and employee personal needs can be addressed. Participation is voluntary and subject to approval by Section/Division Heads and the Head of the Workforce Development and Resources Section. Participation is not an employee right or benefit and may be discontinued by either party with 30 day notice for monthly employees and a one week notice for weekly. AWS may not be appropriate to all areas of the Laboratory, especially those having limited staff or 24 hour operations.

#### **Duration of Policy**

This policy is a pilot for the WDRS and FESS Sections and will be in effect for a trial period beginning **July 8, 2007 and ending September 28, 2007.**

#### **Eligibility**

Full time Regular and Term employees only. Other employment classes are not eligible unless determined by the operational needs of the group.

#### **Definition**

Alternative work schedules are an umbrella term that refers to compressed work schedules. Compressed work schedule means a fixed work schedule (no flexible time bands) in which an Fair Labor Standards Act (FLSA) non-exempt employee (weekly) can complete the basic work week requirement of 40 hours in less than five full days. FLSA exempt employees (monthly) can complete the biweekly work requirement in less than 10 working days.

Alternative work schedules fall under the guidelines of the Fair Labor Standards Act (FLSA) The FLSA uses a standard 40 hour workweek to determine overtime. Therefore employees who are non-exempt from FLSA requirement must be paid overtime at a rate 1 1/2 times their regular rate. **All AWS participants must work during a core hour time band to be determined by their department manager. The core hour time band must be between 7:00 a.m. and 7:00 p.m. Pilot participants must be willing to work an AWS for at least one month.**

**AWS Schedules Options for Weekly Employees** (no overtime cost). Hours for weekly employees on an AWS schedule can not be modified by working through lunch. **Working through lunch is prohibited unless overtime is approved in advance by the department manager.**

- **Four-Day Work Week (4/10):** (FESS and Day Care only)
  - Participants work four 10 hour workdays per week either Monday – Thursday or Tuesday – Friday each week. (Total of 40 hours).
- **Modified 5/4-9 Compressed Plan:** (All other non-exempt employees)
  - Participants work four 9 hour workdays and one 4 hour workday per week and take a half day off each Friday (Total of 40 hours)

### **AWS Schedules for Monthly Employees Only**

- **5/4-9 Compressed Plan:**
  - Week 1 – participants work four 9 hour workdays and one 8 hour workday
  - Week 2 – participants work four 9 hour work days with either Monday or Friday off (Biweekly total of 80 hours)

### **Employee Initiated AWS**

An employee should submit the request in writing to the supervisor. (Assistance to determine the type of schedule and to prepare the request is available from Employee Relations.)

Divisions/Sections are encouraged to make reasonable efforts to accommodate employee request for alternative work schedules, but all should recognize that compressed work schedules are not a right or benefit and may be granted with appropriate Division/Section Head and WDRS Head approval when the change in working hours will not interfere with the efficient operation of the department and the employee's work performance will not be adversely affected. This decision is the sole discretion of the Laboratory and is not subject to the grievance procedure.

### **Laboratory Initiated Work Schedule Change**

A supervisor with approval of the Division/Section Head and Head of WDRS may change an employee's work schedule with a minimum of thirty days notice. Schedules other than 8 hours in 5 consecutive days must be mutually agreed to by the supervisor and employee. Such alternative schedules may be established for

vacant positions prior to filling. Based on the operating needs of the department, temporary schedule changes may be made by the supervisor within 2 working days advance notice unless otherwise agreed upon between the employee and supervisor.

### **AWS Guidelines**

When establishing alternative work schedules, supervisors should consider the following:

1. Alternative work schedules must not adversely affect the services that are provided to other operating units, co-workers or the public. The quantity, quality, and timeliness of employee work must be enhanced or maintained.
2. Adequate supervisory contact and/or employee accountability must be maintained.
3. Alternative work schedules must not cause or contribute to the need for additional staff, or for staff to work additional overtime hours.
4. It is not required that alternative work schedules be uniformly available to all positions in an operating unit. Not every function is conducive to such alternate scheduling because of service requirements. This should not deter Division/Section Heads from approving or establishing alternate work schedules for positions where such scheduling is possible and/or would enhance services.
5. No work schedule can be implemented that results in a full-time employee working less than 40 hours during the workweek.
6. An operating unit that has established an alternate work schedule may discontinue, temporarily suspend and/or alter the arrangement if work needs change or service is impaired. **A non-exempt employee may request a change in schedule with one week advance notice. An exempt employee may request a change in schedule with 30 day advance notice.**
7. Schedule changes initiated by the Laboratory require a 30 day notice unless parties mutually agree to the change.
8. The schedule and length of the AWS agreement must be in writing and communicated to the Payroll Office.
9. Employees on an alternate work schedule earn the same rate of pay and are eligible for the same benefit programs as if they were working on a traditional five day 8 hour weekly schedule.
10. **Vacation and sick leave accrual schedules will not change.** Vacation and sick leave use will reflect the hours scheduled for the workday. If an

employee is scheduled for 9 hours on Monday and requests vacation for the day, 9 hours of vacation will be recorded on the time sheet. **Employees on alternate schedules must write 4/10, modified 5/4-9 or 5/-9 on their time sheets.**

Half vacation days and half sick days equal 5 hours per half day for participants on the 4/10 schedule and 4.5 hours for participants on the 5/4-9 and modified 5/4-9 schedules if it is used on a 9 hour day.

Exempt employee's pay stub will still show vacation days valued as 8 hours per day.

Exempt employees who work an AWS **must still take vacation and sick leave in no less than ½ day increments.**

11. There will be no change in the holiday schedule. Only 8 hours of holiday pay will be provided. **During weeks where paid holidays occur, the alternative work schedule will be suspended and participants will revert to a traditional 8 hour schedule so that holiday pay does not reduce or increase the total hours schedule in the workweek.** (This also applies to a week where the floating holiday is used).
12. **During weeks where the employee is scheduled for travel and/or training for one or more days during a pay period, the alternative work schedule will be suspended and participants will revert to a traditional 8 hour schedule.** Advance notice of the change in work schedule is not required under this situation.
13. **Exempt employees may be required to work on their scheduled day off.** Participation in this program will not change Laboratory overtime or shift premium policy. If possible, employees should schedule non-emergency medical and personal appointments on their scheduled day off.
14. Exceptions to the Payroll policy on minimal 4 hour leave usage may have to be made for exempt employees at the conclusion of this pilot.

The Laboratory reserves the right to suspend, cancel or amend this policy at any time. We also reserve the right to cancel or suspend use of such a schedule by any employee who experiences performance or attendance problems deemed to be related to the new schedule. Such circumstances will be evaluated on a case-by-case basis.